

# **Embassy of the United States of America Bamako, Mali Management Notice**

**MANAGEMENT NO.: S13-017**

**DATE: February 20, 2013**

**SUBJECT: ANNOUNCEMENT NUMBER 13-009**

**OPEN TO:** All Interested Candidates

**POSITION:** French Language Instructor, FSN-07, FP-7

**OPENING DATE:** **February 20, 2013**

**CLOSING DATE:** **March 6, 2013**

**WORK HOURS:** When Actually Employed (WAE) Work Schedule

**SALARY:** Ordinary Resident: CFA 4,542,995 per year  
Position grade: FSN-07

\*Not-Ordinarily Resident (NOR): US\$39,994 per year

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The Human Resources Office at the U.S. Embassy Bamako is currently seeking an individual to serve as French and Bambara Language Instructor.

## **BASIC FUNCTION OF POSITION:**

The incumbent conducts classes in French or Bambara using various teaching techniques, methods, and training materials to enhance the language proficiency levels of their students. Develops lessons, corrects faulty pronunciation, improper tonal patterns, and faulty structure by using intensive drills of various kinds. Takes students on field and immersion trips. Schedules review of subject matter and tests students to determine progress. Advises Post Language

Officer of progress of their students and suggests transfer of students to other classes as appropriate for learning level. Classes taught may range from beginner to advanced levels.

### **QUALIFICATIONS REQUIRED:**

- University degree in French or English Language.
- At least two years of experience in teaching foreign language skills in a diplomatic mission.
- English Level III, Bambara level IV, and French level IV are required (native French Speaking is required)
- Ability to communicate effectively with students in order to retain their interest and motivation and to assist them in rapidly developing their language ability.
- Excellent knowledge of grammar, idiom, syntax, and pronunciation of the host language.
- Must be able to organize and schedule language classes at different skill levels.

### **SELECTION PROCESS:**

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174) available on <http://mali.usembassy.gov> or at the U.S. Embassy's main entrance; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level;

2. A current resume or curriculum vitae that provides the same information as the form;  
**plus;**
3. Any other documentation (e.g., copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Human Resources Office - [HROBamako@state.gov](mailto:HROBamako@state.gov) or at the U.S Embassy's main entrance

Attention: Human Resources Officer

American Embassy, B.P. 34, Bamako, Mali.

**POINT OF CONTACT**

HRO: 2070- 2511/2316 FAX: (223) 2070-2479.

**CLOSING DATE FOR THIS POSITION: MARCH 6, 2013**

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## ***Appendix A: Definitions***

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

2. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## *Appendix B*

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the University Application for Employment (UAE).

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References